

# Articles

2016 - Fall Edition

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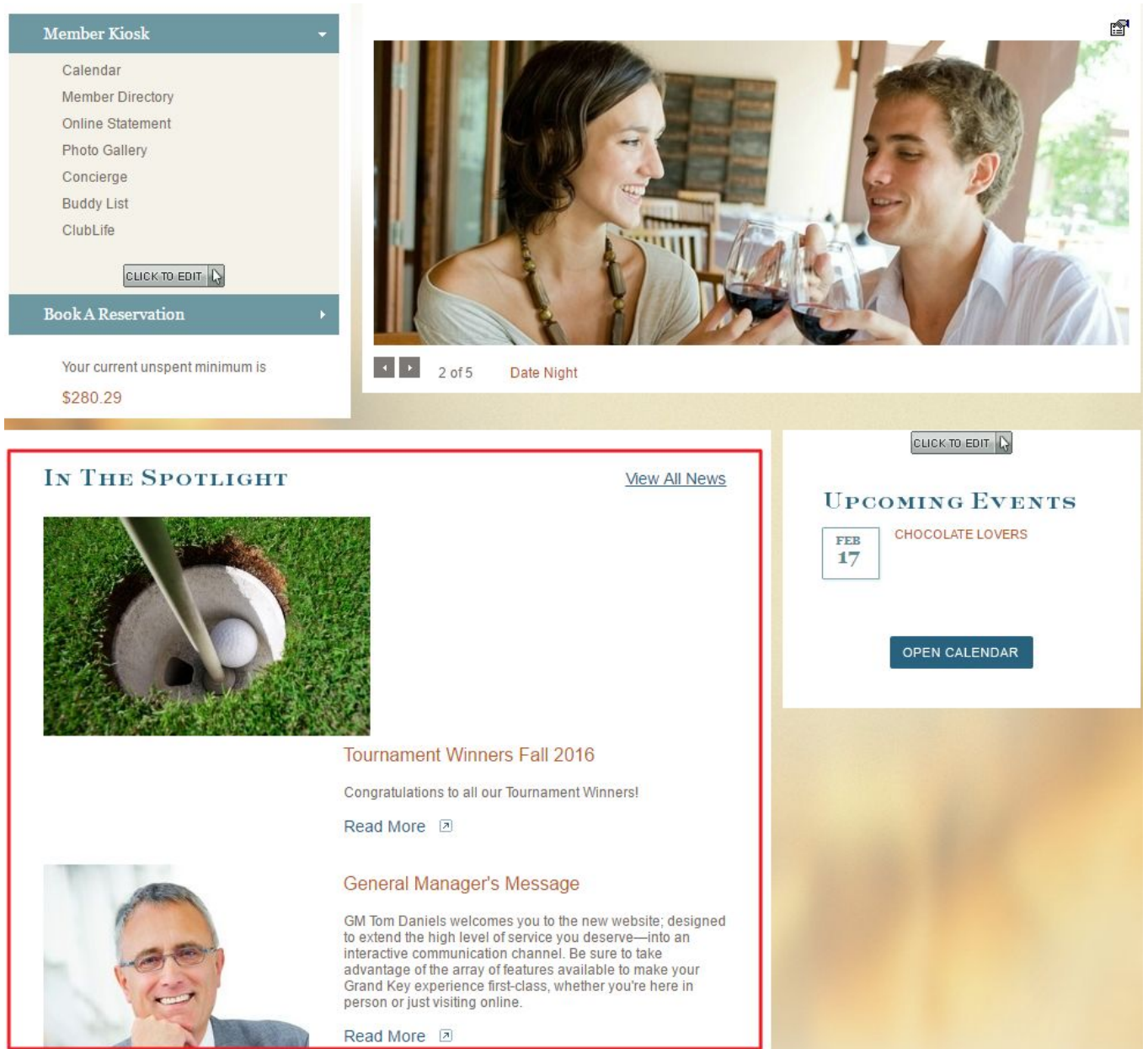
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## Overview

**Articles** turn your Clubessential website into an interactive portal that allows for new content to be created by Club **Admins** and **Editors**. **Articles** are also dynamic in that **Articles** can be **scheduled to post** and have the ability to be **archived**. Distribution is also dynamic, by assigning categories to **Articles**, so they're distributed throughout the website appropriately.

## Use Case(s)

**Articles** have multiple uses, such as: **blogs, tournament results, meeting minutes, or news announcements.** The **Article Plug-in** is typically added on the member home page, however, the plug-in may be added anywhere throughout the website as desired. Clubessential can assist with adding and designing the **Article Plug-in.**



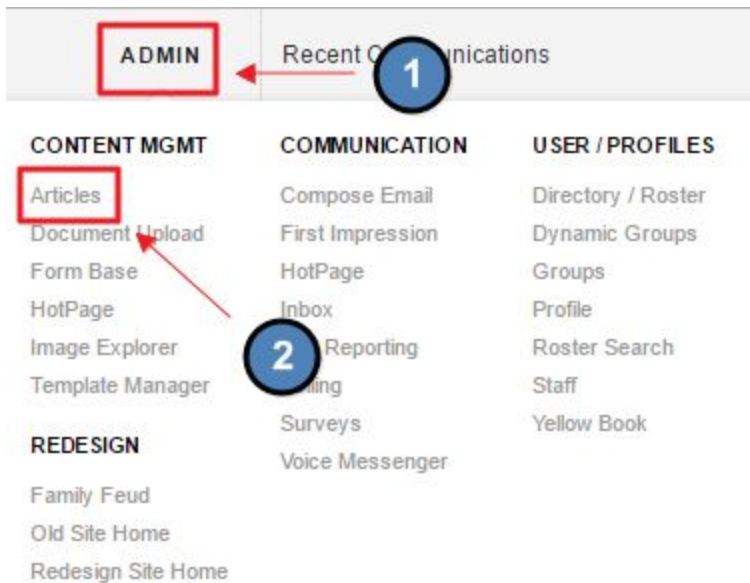
The screenshot displays a website interface with several components:

- Member Kiosk:** A vertical menu on the left with options: Calendar, Member Directory, Online Statement, Photo Gallery, Concierge, Buddy List, and ClubLife. Below the menu is a "CLICK TO EDIT" button.
- Book A Reservation:** A section below the kiosk showing "Your current unspent minimum is \$280.29".
- Image Slider:** A large image of a man and a woman smiling and holding wine glasses. Below the image is a navigation bar with "2 of 5" and "Date Night".
- IN THE SPOTLIGHT:** A section with a "View All News" link. It features two articles:
  - Tournament Winners Fall 2016:** Accompanied by an image of a golf ball on a green. Text: "Congratulations to all our Tournament Winners!" with a "Read More" link.
  - General Manager's Message:** Accompanied by a portrait of GM Tom Daniels. Text: "GM Tom Daniels welcomes you to the new website; designed to extend the high level of service you deserve—into an interactive communication channel. Be sure to take advantage of the array of features available to make your Grand Key experience first-class, whether you're here in person or just visiting online." with a "Read More" link.
- UPCOMING EVENTS:** A section with a "CLICK TO EDIT" button. It features a calendar for "FEB 17" with the event "CHOCOLATE LOVERS" and an "OPEN CALENDAR" button.

## Accessing Articles

To access **Articles** follow the steps below depending on your access role.

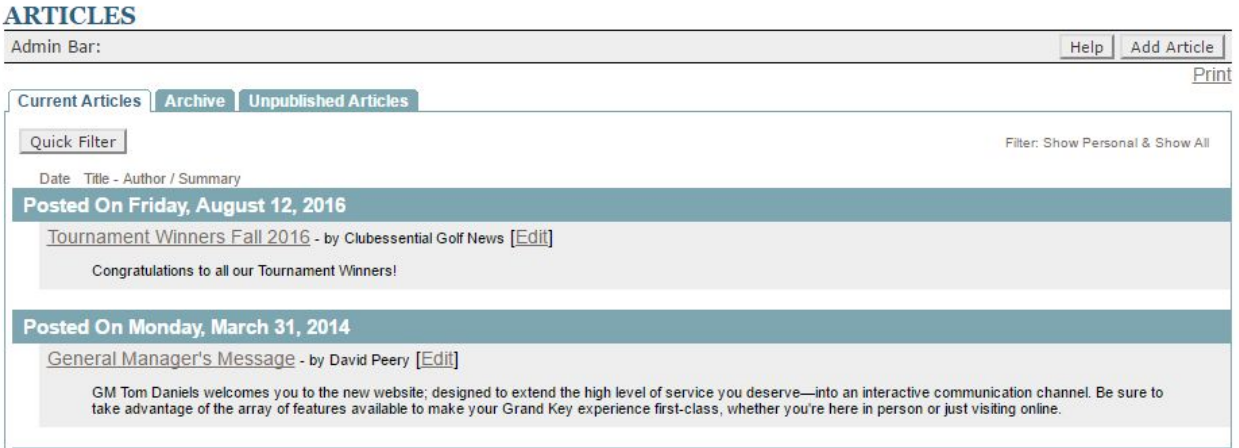
**Admins:** Hover over **Admin** bar in the left hand corner of the screen, select **Articles**.



**Editors:** Hover over **Admin** in the main navigation, select **Main Tools**, and then **Articles**.



The following **Article Interface** screen will launch.



**ARTICLES**

Admin Bar: [Help](#) [Add Article](#) [Print](#)

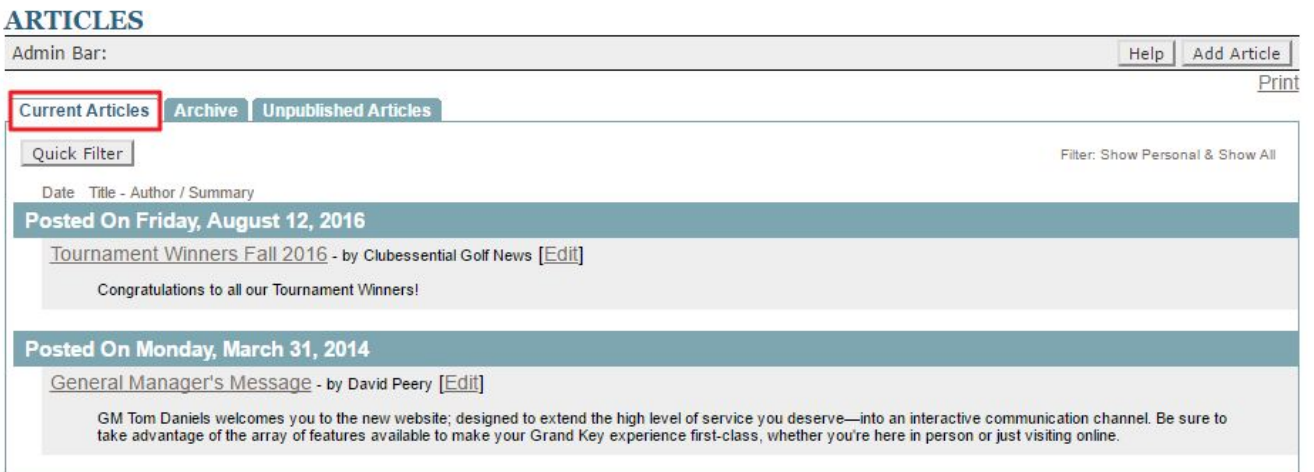
**Current Articles** | [Archive](#) | [Unpublished Articles](#)

Quick Filter Filter: Show Personal & Show All

Date	Title - Author / Summary
<b>Posted On Friday, August 12, 2016</b>	
	<a href="#">Tournament Winners Fall 2016</a> - by Clubessential Golf News <a href="#">[Edit]</a>
	Congratulations to all our Tournament Winners!
<b>Posted On Monday, March 31, 2014</b>	
	<a href="#">General Manager's Message</a> - by David Peery <a href="#">[Edit]</a>
	GM Tom Daniels welcomes you to the new website; designed to extend the high level of service you deserve—into an interactive communication channel. Be sure to take advantage of the array of features available to make your Grand Key experience first-class, whether you're here in person or just visiting online.

## Article Interface

**Current Articles:** shows all published **Articles**.



**ARTICLES**

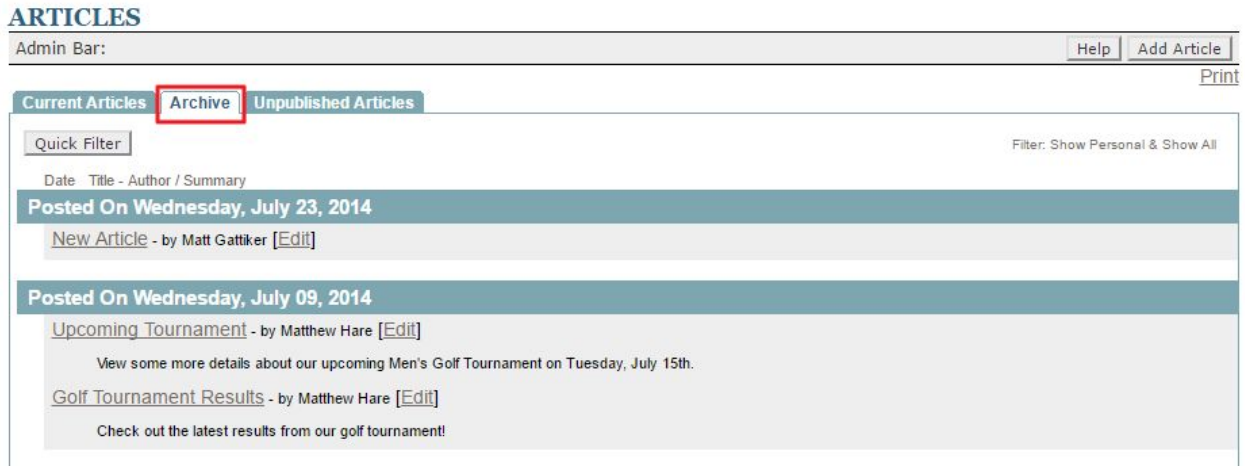
Admin Bar: [Help](#) [Add Article](#) [Print](#)

**Current Articles** | [Archive](#) | [Unpublished Articles](#)

Quick Filter Filter: Show Personal & Show All

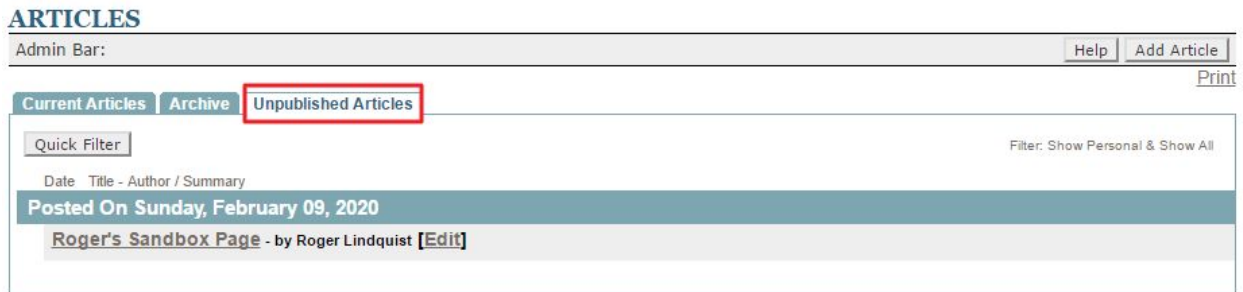
Date	Title - Author / Summary
<b>Posted On Friday, August 12, 2016</b>	
	<a href="#">Tournament Winners Fall 2016</a> - by Clubessential Golf News <a href="#">[Edit]</a>
	Congratulations to all our Tournament Winners!
<b>Posted On Monday, March 31, 2014</b>	
	<a href="#">General Manager's Message</a> - by David Peery <a href="#">[Edit]</a>
	GM Tom Daniels welcomes you to the new website; designed to extend the high level of service you deserve—into an interactive communication channel. Be sure to take advantage of the array of features available to make your Grand Key experience first-class, whether you're here in person or just visiting online.

**Archived Articles:** shows all Articles that are now **Archived**.



The screenshot shows the 'ARTICLES' page with the 'Archive' tab selected. The page includes an 'Admin Bar' with 'Help' and 'Add Article' buttons, and a 'Print' link. Below the navigation tabs, there is a 'Quick Filter' box and a filter setting 'Filter: Show Personal & Show All'. The main content area displays two article sections: 'Posted On Wednesday, July 23, 2014' with a link to 'New Article - by Matt Gattiker [Edit]', and 'Posted On Wednesday, July 09, 2014' with links to 'Upcoming Tournament - by Matthew Hare [Edit]' and 'Golf Tournament Results - by Matthew Hare [Edit]'. A summary of the tournament is provided below the second link.

**Unpublished Articles:** shows **Articles** that are still being edited and not yet published, or archived.



The screenshot shows the 'ARTICLES' page with the 'Unpublished Articles' tab selected. The layout is similar to the previous screenshot, but the main content area only displays one article section: 'Posted On Sunday, February 09, 2020' with a link to 'Roger's Sandbox Page - by Roger Lindquist [Edit]'. The 'Quick Filter' and filter settings are also present.

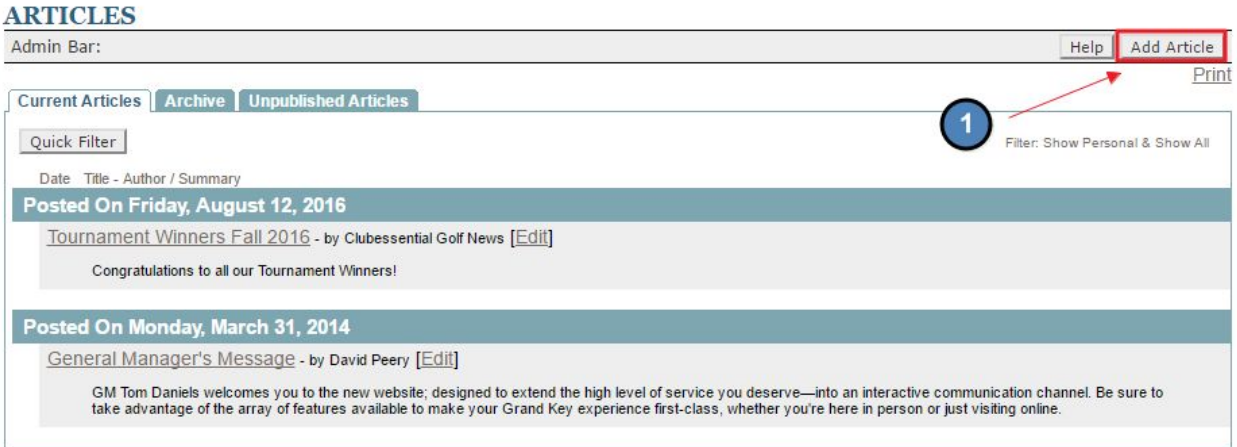
**Filtering:** similar to calendar filtering, allowing the users to choose which **Category** of **Articles** to view.



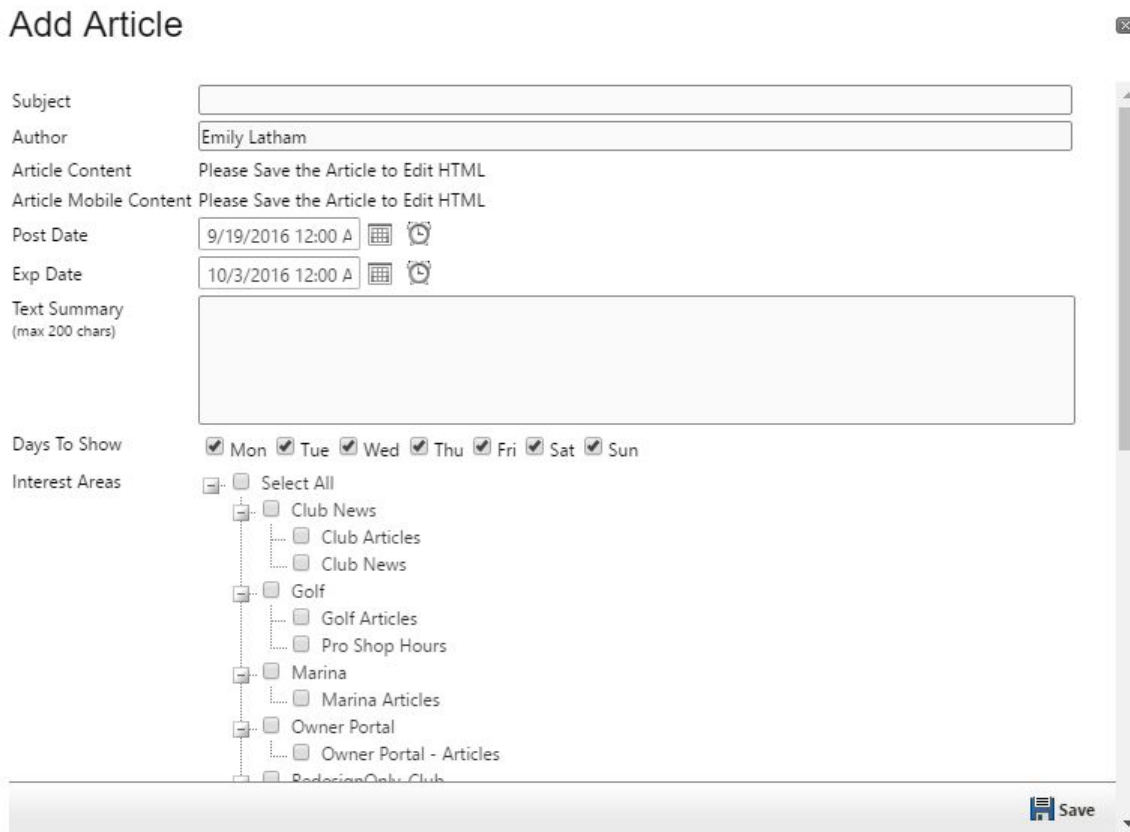
A close-up of the 'Quick Filter' dropdown menu. The menu is open, showing a list of categories: 'All Items', 'Club News', 'Club Articles', 'Club News', 'Golf', 'Golf Articles', 'Pro Shop', 'Hours', 'Marina', and 'Marina Articles'. The 'Quick Filter' button is highlighted with a red box.

# Adding Articles

Click the **Add Article** button.






This will bring up the **Add Article Interface**.





**Title:** this will display on the **Article Listing** when is the **Quick View Display**.

### Add Article

Subject	Tournament Results
Author	Emily Latham
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	9/19/2016 12:00 A  
Exp Date	10/3/2016 12:00 A  
Text Summary (max 200 chars)	<div style="border: 1px solid #ccc; height: 40px;"></div>
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<input type="checkbox"/> Select All <ul style="list-style-type: none"><li><input type="checkbox"/> Club News<ul style="list-style-type: none"><li><input type="checkbox"/> Club Articles</li><li><input type="checkbox"/> Club News</li></ul></li><li><input type="checkbox"/> Golf<ul style="list-style-type: none"><li><input type="checkbox"/> Golf Articles</li><li><input type="checkbox"/> Pro Shop Hours</li></ul></li><li><input type="checkbox"/> Marina<ul style="list-style-type: none"><li><input type="checkbox"/> Marina Articles</li></ul></li><li><input type="checkbox"/> Owner Portal<ul style="list-style-type: none"><li><input type="checkbox"/> Owner Portal - Articles</li></ul></li><li><input type="checkbox"/> RedesignOnly Club</li></ul>
 Save	

### Article Listing Quick View Display:

#### IN THE SPOTLIGHT

[View All News](#)



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Tournament Winners Fall 2016


Congratulations to all our Tournament Winners!

[Read More](#) 

**Author:** this will display in the **Listing View** under the **Current Articles** tab.

### Add Article

Subject	Tournament Results
Author	Grand Key Club
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	9/19/2016 12:00 A  
Exp Date	10/3/2016 12:00 A  
Text Summary (max 200 chars)	<div style="border: 1px solid #ccc; height: 40px;"></div>
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<input type="checkbox"/> Select All <ul style="list-style-type: none"><li><input type="checkbox"/> Club News<ul style="list-style-type: none"><li><input type="checkbox"/> Club Articles</li><li><input type="checkbox"/> Club News</li></ul></li><li><input type="checkbox"/> Golf<ul style="list-style-type: none"><li><input type="checkbox"/> Golf Articles</li><li><input type="checkbox"/> Pro Shop Hours</li></ul></li><li><input type="checkbox"/> Marina<ul style="list-style-type: none"><li><input type="checkbox"/> Marina Articles</li></ul></li><li><input type="checkbox"/> Owner Portal<ul style="list-style-type: none"><li><input type="checkbox"/> Owner Portal - Articles</li></ul></li><li><input type="checkbox"/> RedesignOnly Club</li></ul>

 Save

**Author in Listing Viewing Display:**

## ARTICLES

Current Articles Archive

Date Title - Author / Summary

**Posted On Friday, August 12, 2016**

Tournament Winners Fall 2016 **by Clubessential Golf News**

Congratulations to all our Tournament Winners!







**Post Date:** allows for creation prior to posting.


- May set a date and time to post.

**Expiration:** allows to move the **Article** to the **Archived Tab** at set date.

- May set a date and time to expire.






## Add Article

Subject	<input type="text" value="Tournament Results"/>
Author	<input type="text" value="Grand Key Club"/>
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	<input type="text" value="9/19/2016 12:00 A"/>  
Exp Date	<input type="text" value="10/3/2016 12:00 A"/>  
Text Summary (max 200 chars)	<input type="text"/>
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<input type="checkbox"/> Select All <input type="checkbox"/> Club News <ul style="list-style-type: none"><li><input type="checkbox"/> Club Articles</li><li><input type="checkbox"/> Club News</li></ul> <input type="checkbox"/> Golf <ul style="list-style-type: none"><li><input type="checkbox"/> Golf Articles</li><li><input type="checkbox"/> Pro Shop Hours</li></ul> <input type="checkbox"/> Marina <ul style="list-style-type: none"><li><input type="checkbox"/> Marina Articles</li></ul> <input type="checkbox"/> Owner Portal <ul style="list-style-type: none"><li><input type="checkbox"/> Owner Portal - Articles</li></ul> <input type="checkbox"/> RedesignOnly Club

 Save

**Text Summary:** allows for a short description of the **Article**. This usually shows on the **Quick View Display**.

### Add Article

Subject	<input type="text" value="Tournament Results"/>
Author	<input type="text" value="Grand Key Club"/>
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	<input type="text" value="9/19/2016 12:00 A"/>  
Exp Date	<input type="text" value="10/3/2016 12:00 A"/>  
Text Summary (max 200 chars)	<input type="text" value="Congratulate our Golf Tournament Winners and read about the Golf Results!"/>
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<input type="checkbox"/> Select All <ul style="list-style-type: none"><li><input type="checkbox"/> Club News<ul style="list-style-type: none"><li><input type="checkbox"/> Club Articles</li><li><input type="checkbox"/> Club News</li></ul></li><li><input type="checkbox"/> Golf<ul style="list-style-type: none"><li><input type="checkbox"/> Golf Articles</li><li><input type="checkbox"/> Pro Shop Hours</li></ul></li><li><input type="checkbox"/> Marina<ul style="list-style-type: none"><li><input type="checkbox"/> Marina Articles</li></ul></li><li><input type="checkbox"/> Owner Portal<ul style="list-style-type: none"><li><input type="checkbox"/> Owner Portal - Articles</li></ul></li><li><input type="checkbox"/> Professional Club</li></ul>
 Save	

**Text Summary is Listing Display:**

## IN THE SPOTLIGHT

[View All News](#)



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Tournament Winners Fall 2016

Congratulations to all our Tournament Winners!

[Read More](#) 

**Days to Show:** choose which days the **Article** should show on. This could be all days, or select days.



### Add Article



Subject

Author

Article Content Please Save the Article to Edit HTML

Article Mobile Content Please Save the Article to Edit HTML

Post Date   


Exp Date   

Text Summary (max 200 chars)

Days To Show  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Interest Areas  Select All

- Club News
  - Club Articles
  - Club News
- Golf
  - Golf Articles
  - Pro Shop Hours
- Marina
  - Marina Articles
- Owner Portal
  - Owner Portal - Articles
- RedesignOnly Club



**Interest Areas:** choose a **Category** for the **Article** to be assigned to. This is how **Articles** are distributed throughout the website. *Note: you must assign an **Interest Area** to save and continue.*



### Add Article



Subject

Author

Article Content Please Save the Article to Edit HTML

Article Mobile Content Please Save the Article to Edit HTML

Post Date   


Exp Date   

Text Summary (max 200 chars)

Days To Show  Mon  Tue  Wed  Thu  Fri  Sat  Sun

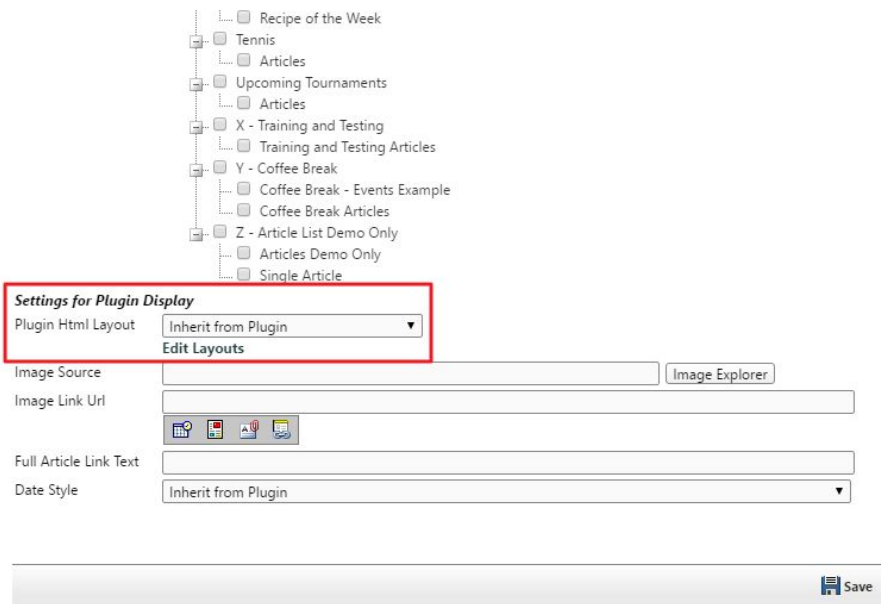
Interest Areas  Select All

- Club News
  - Club Articles
  - Club News
- Golf
  - Golf Articles
  - Pro Shop Hours
- Marina
  - Marina Articles
- Owner Portal
  - Owner Portal - Articles
- RedesignOnly Club



**Settings for Plugin Display:** for advanced use. Designs the layout of the **Articles**. Set-up by Clubessential.

### Add Article



Recipe of the Week  
Tennis  
Articles  
Upcoming Tournaments  
Articles  
X - Training and Testing  
Training and Testing Articles  
Y - Coffee Break  
Coffee Break - Events Example  
Coffee Break Articles  
Z - Article List Demo Only  
Articles Demo Only  
Single Article

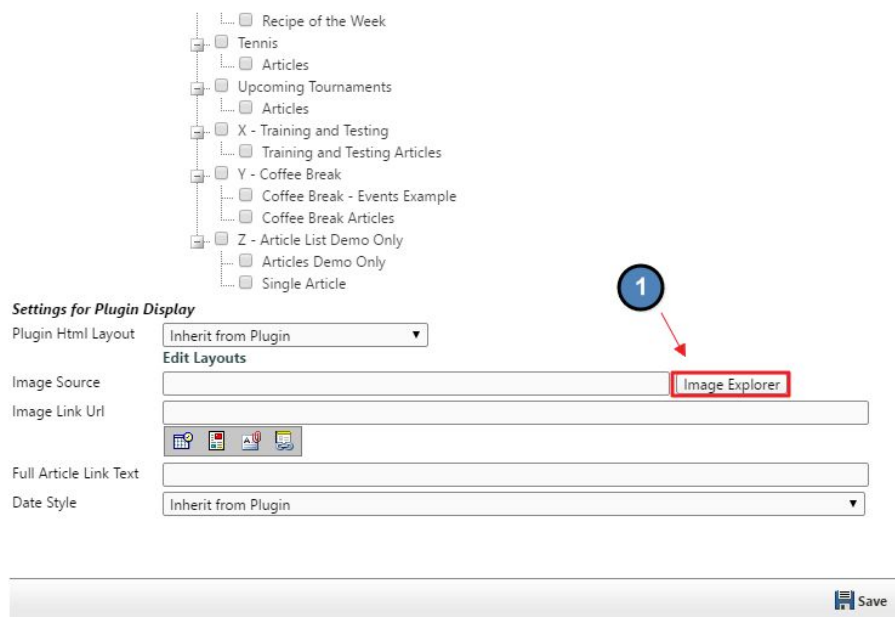
**Settings for Plugin Display**  
Plugin Html Layout: Inherit from Plugin  
Edit Layouts

Image Source: Image Explorer  
Image Link Url  
Full Article Link Text  
Date Style: Inherit from Plugin

Save

**Image Source:** if the **Article** display is using a thumbnail image, add an image here. This will launch the **Image Explorer**, so an image can be chosen.

### Add Article



Recipe of the Week  
Tennis  
Articles  
Upcoming Tournaments  
Articles  
X - Training and Testing  
Training and Testing Articles  
Y - Coffee Break  
Coffee Break - Events Example  
Coffee Break Articles  
Z - Article List Demo Only  
Articles Demo Only  
Single Article

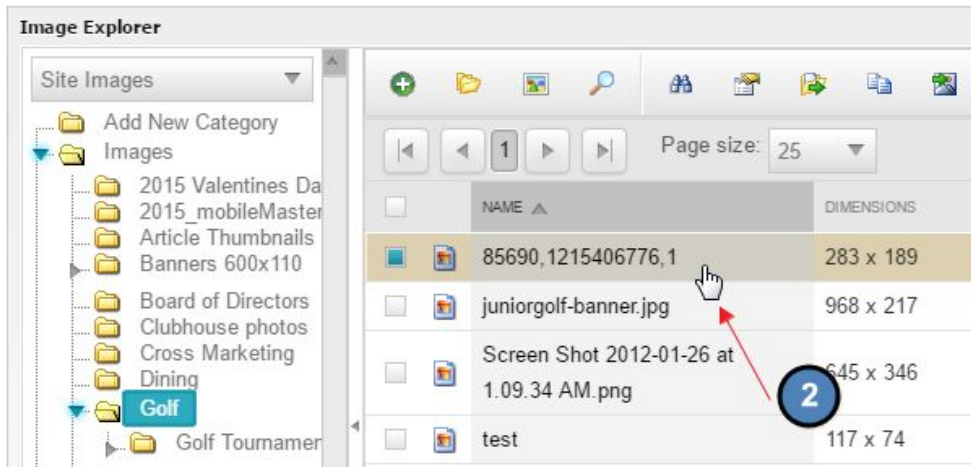
**Settings for Plugin Display**  
Plugin Html Layout: Inherit from Plugin  
Edit Layouts

Image Source: Image Explorer  
Image Link Url  
Full Article Link Text  
Date Style: Inherit from Plugin

Save

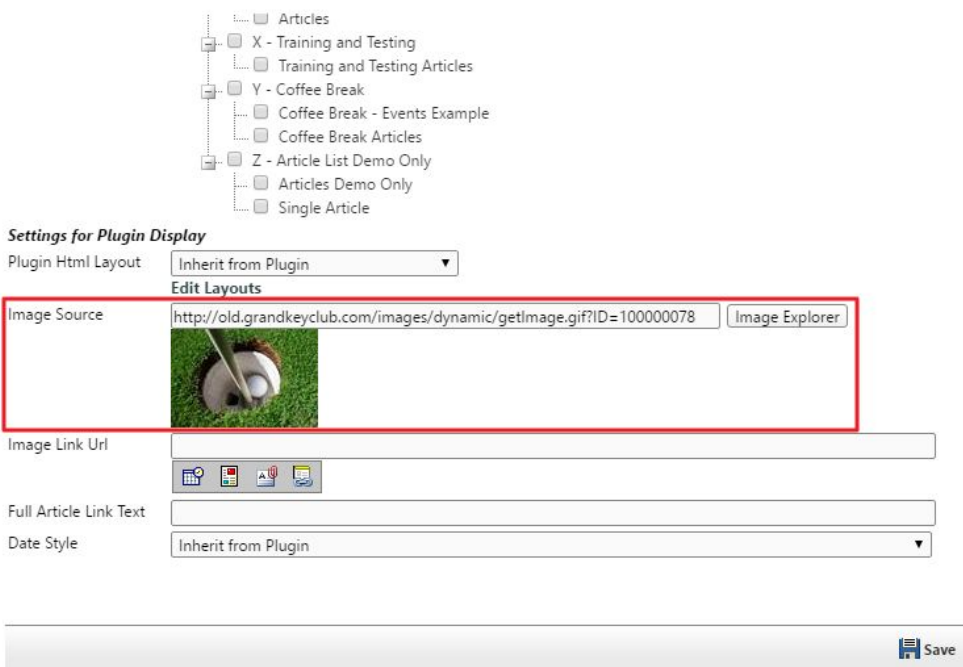
Double Click on the image to add it to the **Image Source**.

### Add Article



Once the image is added, you will see the thumbnail in the **Image Source** section.

### Add Article



### Image Link URL: add event, document, page, or hyperlink.

#### Add Article

- Articles
  - X - Training and Testing
    - Training and Testing Articles
  - Y - Coffee Break
    - Coffee Break - Events Example
    - Coffee Break Articles
  - Z - Article List Demo Only
    - Articles Demo Only
    - Single Article

**Settings for Plugin Display**

Plugin Html Layout:

**Edit Layouts**

Image Source:




Image Link Url:

Full Article Link Text:

Date Style:

**Full Article Link:** this is the 'read more' text that will display on the on the **Article Quick View Display**. This may be set to a desired text. *Example: Read More, Click Here, Continue, etc.*

#### Add Article

- Articles
  - X - Training and Testing
    - Training and Testing Articles
  - Y - Coffee Break
    - Coffee Break - Events Example
    - Coffee Break Articles
  - Z - Article List Demo Only
    - Articles Demo Only
    - Single Article

**Settings for Plugin Display**

Plugin Html Layout:

**Edit Layouts**

Image Source:




Image Link Url:

Full Article Link Text:

Date Style:



### Full Article Link in Quick View Display:

## IN THE SPOTLIGHT

[View All News](#)



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### Tournament Winners Fall 2016

Congratulations to all our Tournament Winners!

[Read More](#)

**Date Style:** set-up by Clubessential, but used for the **Article Quick View** display.

### Add Article

- Recipe of the Week
- Tennis
  - Articles
- Upcoming Tournaments
  - Articles
- X - Training and Testing
  - Training and Testing Articles
- Y - Coffee Break
  - Coffee Break - Events Example
  - Coffee Break Articles
- Z - Article List Demo Only
  - Articles Demo Only
  - Single Article

**Settings for Plugin Display**

Plugin Html Layout:

**Edit Layouts**

Image Source:

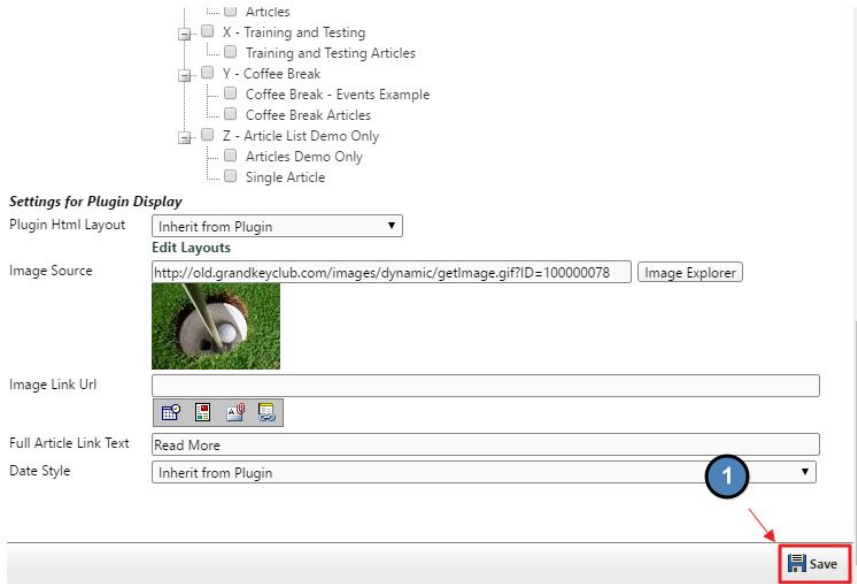
Image Link Url:

Full Article Link Text:

**Date Style:**

**Save** to continue to **add content** to the **Article**.

### Add Article



Articles

- X - Training and Testing
  - Training and Testing Articles
- Y - Coffee Break
  - Coffee Break - Events Example
  - Coffee Break Articles
- Z - Article List Demo Only
  - Articles Demo Only
  - Single Article

**Settings for Plugin Display**

Plugin Html Layout:

**Edit Layouts**

Image Source:




Image Link Url:

Full Article Link Text:

Date Style:  **1**

A **Click to Edit** will now appear beneath the **Add Article Interface**. Open the **Click to Edit** to access the **Editor** to begin **adding content**.

## Add Article

Subject: Tournament Results  
Author: Grand Key Club  
Article Content: **CLICK TO EDIT** (1)  
Article Mobile Content: CLICK TO EDIT  
Post Date: 9/19/2016 12:00 A  
Exp Date: 10/3/2016 12:00 A  
Text Summary (max 200 chars): Congratulate our Golf Tournament Winners and read about the Golf Results!  
Days To Show:  Mon  Tue  Wed  Thu  Fri  Sat  Sun  
Interest Areas:  Select All  
     Club News  
         Club Articles  
         Club News  
     Golf  
         Golf Articles  
         Pro Shop Hours  
     Marina  
         Marina Articles  
     Owner Portal  
         Owner Portal - Articles

Save


Once the **Editor** is open, open content, imagery, and hyperlinks to create content. **Save** in the **Editor** when finished.

Axis Editor - Google Chrome

old.grandkeyclub.com/A\_Master/NET/AxisEditor/DialogContainerEditor.aspx?CHT=1&GID=LAQJsnPozBUuHJ5TzfMMc0cuxQxc

Page Edit **2** View Insert Format Table Tools Help

Paragraph St... Font Name Real... **B** *I* U **A** [List Icons]



**GOLF TOURNAMENT WINNERS!** (1)

Our Golf tournament Winners are listed below:

Amy [Shoop](#)

Bill Anderson

## Save again in the Articles Interface.

**Add Article**

Subject:

Author:

Article Content:

Article Mobile Content:

Post Date:


Exp Date:

Text Summary (max 200 chars):

Days To Show:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Interest Areas:

- Select All
- Club News
  - Club Articles
  - Club News
- Golf
  - Golf Articles
  - Pro Shop Hours
- Marina
  - Marina Articles
- Owner Portal
  - Owner Portal - Articles

**1** 

## FAQs

**Q:** Do you offer a blog?

**A:** You may use Articles as a blog quite easily. Articles allows for features similar to blogs such as: scheduling posts, archiving posts, and categories. Article Plugin stylings can vary, so we can accommodate for a certain look as desired that can be determined with the help of Clubessential.

## Best Practices

1. Try to post weekly **Articles** so content is fresh and new. Since **Articles** can be written ahead of their actual post-date, this allows for **Articles** to be written in advance.
2. If you haven't written an **Article** in awhile, do not draw attention to this fact in your next post. This will remind users that you have not written, which is unnecessary.

3. **Articles** are a great resources for news and blog items. Keep the content concise and interesting. Enhance the content by adding imagery and hyperlinks.
4. Use **Interest Areas** appropriately so the right content is getting to the right crowd. If you need additional **Interest Areas** set-up, Clubessential can assist by adding these at any time.
5. Change the **Author** to the Club Name so the posts are all coming from one source. If the post is from the President, however, be sure to change the **Author** to the President's name. Whomever's account you're signed into will automatically pull the name into the **Author** box until changed.
6. You can **remove Articles from the Archive** tab if needed and publish again. To do this, simply navigate to the **Archive** tab and click **Edit** under the **Article** name. From here, you can update the **post and expiration date** as needed.
7. Members are unable to see the **Unpublished Tab**. This tab is only for **Admins and Editors**.